

STATE CONTROLLER'S OFFICE  
RISK ASSESSMENT  
WORKING DRAFT FOR PILOT PROGRAM  
As of December 7, 2006

Contract Routing No. \_\_\_\_\_

**Overall Risk Assessment**

The Agency will prepare a **Risk Assessment Narrative** for the State Controller or delegate and answer the three questions below. In preparing this narrative, the agency should use the Risk Assessment Questions for assistance.

**The Risk Assessment Questions are:**

- **What** are the risks?
- **How** does the contract or the agency address those risks?
- **Why** is this a high-risk contract that requires SCO and potentially AG review, **or** a low-risk contract that the SCO or agency controller if delegated can approve?

Risk Assessment Questions
<b>Financial Impact</b>
1. Dollar amount? \$ _____
2. Explain any significant financial impact beyond dollar amount?
<b>Contract Document</b>
3. Explain any special provisions modification:
4. Explain any changes to the general provisions:
5. Is the statement of work clear enough so that the State can monitor performance, identify non-performance, and take appropriate action for non-performance? Explain:
<b>Nature of Project</b>
6. Is project/contract complexity an issue? Explain:
7. If IT/Software or new technology - explain impact:
8. If new contractor with no proven history of performance - explain impact:
9. If a new project and/or lack of experience with type of project - explain impact:
10. Does work involve hazardous substances or activities - explain impact and insurance issues:
11. Discuss any Federal privacy requirements and issues:
12. If a lease with build out/construction - explain impact:

**Risk Assessment Narrative:**

_____ _____ _____ _____ _____
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(continue on reverse side if needed)

**Conclusion:**                      **High Risk**    or    **Low Risk**